



PAY POLICY

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Section One: General Principles

1.1 Introductory Statement

The Trust recognises the need to manage pay fairly and will ensure, through this Pay Policy, that all staff are appropriately rewarded and valued for their work. Decisions about teacher and support staff pay progression are linked to the Turner Schools Appraisal and Capability Policy, based on the criteria set out in the Pay Policy.

The Trust will:

- Operate within its budget, recognising teaching and support staff terms and conditions, in order to reward all staff appropriately with similar consideration being given to teaching staff as to support staff, whose contributions are equally regarded;
- Grade posts appropriately within the conditions of employment, broadly aligned with the current School Teachers' Pay and Conditions Document and the conditions of service for support staff employed by the Trust;
- Consider the national pay scales for teaching staff and the Turner Schools Pay Bands for non-teaching staff, together with the discretions available to them to best advantage, in order to recruit and retain the highest quality staff;
- Ensure that all staff have confidence that they are receiving fair and equal treatment under the terms of this Pay Policy;
- Ensure that staff are aware of the procedures within which pay decisions are made and that any grievances arising out of decisions on remuneration will be dealt with, objectively, fairly and without delay;
- Ensure that the annual appraisal of all teaching and non-teaching staff, including those absent from duty for any reason, is fairly and properly conducted in accordance with Turner Schools Appraisal Policy as soon as possible;
- Ensure that all procedures for deciding pay should be consistent with the principles of public life identified by the Nolan Committee - objectivity, openness and accountability
<https://www.gov.uk/government/publications/the-7-principles-of-public-life>

1.2 Staffing Budget

Pay and salary costs are a significant element in the Trust's budget and the amount of money allocated to implement Turner Schools Pay Policy will be determined by Turner Schools budgetary priorities for each financial year. The Trust will consider staff pay in the context of the Trust's overall finances and will ensure that all its decisions on pay are sustainable in the longer term.

1.3 Relationship with Development Plans across the Trust

The Trust will take into account the priorities and targets identified within the Development Plans for each school across the Trust when taking decisions about the remuneration of staff. The success of the Development Plans will require the Trust to integrate its Pay Policy making use of the pay flexibilities it has at its disposal.

1.4 Maintenance of Relativities

The Trust will ensure that the need to consider the appropriate pay relativities are taken into account whilst pay reviews are conducted with differentials reflecting staff responsibilities throughout Turner Schools workforce.

1.5 Access to Pay Flexibility

The Trust wishes to ensure that promotion opportunities (including the award of additional responsibilities) are available to all employees and will advertise these openly across the Trust.

1.6 Equal Opportunities Legislation

The Trust confirms its commitment to the relevant legislation contained in the Equality Act 2010 when appointing and promoting staff and determining pay, grading and other conditions.

1.7 Part-Time Workers

The Trust will ensure that the principles of the above legislation will be adhered to in the application of this pay policy to part-time employees. All part time teaching and non-teaching staff will be advised of the way in which their salary is calculated. Teaching staff will be advised of the way in which their directed time is calculated.

1.8 Access to National and Local Agreements

Turner Schools will consider the current School Teachers' Pay and Conditions Document and the conditions of service for support staff employed by the Trust where determining pay scales, both documents are available to all members of staff from the Trust HR department upon request.

1.9 Job Descriptions

The Trust will ensure that each member of staff has access to an up-to-date job description which accurately reflects the accountabilities of the post. All employees will be expected to review their job description with their line manager at the beginning of each appraisal period.

1.10 Protection of Salaries

Where restructuring takes place across schools in the Trust, staff slotted or appointed into posts at a lower pay grading will have payment protection in place for three years from the date the change takes effect.

1.11 Rewards for Increased Responsibility and Excellence

The Trust wishes to encourage staff to undertake increased responsibility within agreed personal and career plans and in the context of the needs of Turner Schools. Progression to another point on the scale may be awarded on a permanent or temporary basis; this will be clearly stated at the outset.

1.12 Delegation

The implementation and review of this policy is delegated to the CEO of the Trust, the Director of HR and the Committees as set out below.

1.13 Pay Recommendations and Moderation

The Principals of each school shall make annual recommendations on the salary of all staff to the appropriate committee of the Trust. This will include sufficient information for the Trust to assess their position with regard to the gender pay gap reporting requirements and public sector equality duty. All pay recommendations are subject to a Trust moderation process; the level of increment (in addition to the 1% Cost of Living Increment) will be recommended by the Principal, moderated and subject to the approval of the FARC Committee.

The Principals must, at all times, act within the appropriate Trust policies and consult with the Central Trust HR department regarding her/his decisions.

The level of increment for Trust based staff will be recommended by the CEO to the appropriate committee of the Trust.

1.14 Finance and Resources Committee

The Trust's Finance and Resources Committee (FARC) will be responsible for:

- Ensuring the achievement of Turner Schools Pay Policy objectives in a fair and equal manner;
- Discussing the annual pay review of all staff as recommended by the Principals of the schools within the Trust to ensure her/his decisions are made through the application of the criteria set out in this Policy;
- Discussing the annual pay review of Trust staff as recommended by the CEO of the Trust to ensure his/her decisions are made through the application of the criteria set out in this Policy;
- Determining the number and value of teaching and learning responsibility payments;
- Ensuring that all statutory and contractual obligations are observed;
- Agreeing (or recommending to the Board of Trustees) changes to this Policy after consultation with staff on those changes.

1.15 Finance, Audit and Resources Committee

The Finance, Audit and Resources Committee (FARC) recommends to the Board of Trustees the annual budget for pay and ensures that sources of external funding are accessed to maximum effect.

1.16 Annual Pay Review – Teaching and Non-Teaching Staff

All staff will have a full review in September, inclusive of target setting in line with the performance management guidance, each year, with two mid-year reviews. All staff will be expected to have both formal and informal line management meetings in addition to the mid-year reviews, on a regular basis.

The review of the performance of the Principals of each school within the Trust will be conducted by the CEO.

An annual review of pay shall be conducted for all staff by the Principal of each school within the Trust, in accordance with the context of this Policy. The review will comply with equal opportunities and employment legislation and be reported to FARC.

All teaching staff salaries, including those of the Leadership Team, will be reviewed annually. Pay increments will only be awarded providing teaching and leadership staff have met set targets and performance objectives, with the target of meeting teaching standards to be compulsory.

All non-teaching staff pay increments will be made within the set Turner Schools Pay Bands and will be awarded based upon the outcomes of performance appraisals.

All pay increments will take effect from 1st September. All staff will be given a formal statement each year stating what their salary is and how it has been arrived at.

1.17 Notification to Staff

The Principal of each school will be responsible for notifying members of the Leadership Teams across the Trust and all other members of staff in writing concerning decisions of the Board of Trustees regarding pay progression. The CEO will be responsible for notifying the Central Team.

1.18 New Appointments

The starting salary of new staff will be determined as follows:

CEO - agreed by the Board of Trustees of Directors.

Deputy CEO – agreed by the CEO.

Principals of each school - within a designated seven point range on the Leadership pay scale agreed by the CEO.

Teaching staff - by a range of criteria, including qualifications, experience, responsibilities, recruitment and retention issues and special needs experience as set out in the Document. The starting salary will be agreed prior to the appointment and a copy of the assessment will be given to the appointee. The range will consider Teachers Main and Upper Scales national terms, Leadership National Terms and TLRs within the range set nationally. The Trust will not normally agree to match current/previous salaries without first considering the merits of the application and the salary of teachers employed by the Trust, where the selection panel regards a teacher as relevant teaching experience, or non-teaching experience which is directly relevant to the post being offered, then an appropriate salary will be offered within the advertised range.

Non-teaching staff - within the grade, having considered previous salary, experience and qualifications. Appointments to Turner Schools Pay Bands will be made in line with the appropriate procedures and such salary shall be agreed prior to an appointment being made.

1.19 Appeals

Where a member of staff has an appeal on how his/her pay has been determined, he/she will be entitled to pursue this through Turner Schools Pay Appeal Procedure. The decision of the Trust Appeals Committee is the final stage.

1.20 Status of Policy and Communication to Staff

This Pay Policy is approved by the Board of Trustees annually and supersedes any previous Pay Policy. A copy will be made available to all existing staff and to new staff on taking up their appointment.

Section Two: Non-Teaching Staff Pay

- 2.1 The Trust will operate within Turner Schools Pay Bands.
- 2.2 Pay band progression for the Turner Schools Pay Bands is by annual increment on 1 September each year from the current salary, and up to, the maximum of the band subject to satisfactory performance.
- 2.3 Honorarium payments will be used to recognise the exceptionally good work of either an individual or a team which is over and above expectations; this will be moderated and agreed by the Trust Central Leadership Team on the recommendation of the Principal of each school/the CEO for the Central Team.
- 2.4 The Trust recognises the value of the Job Profile Questionnaire (JPQ) within the Turner Schools Pay Bands and, where duties change substantially, a post may be considered for regrading.
- 2.5 Individuals that have joined the Trust after 1st July will not be eligible for a pay increase on the 1st September unless other terms of this policy apply.

Section Three: Qualified Teachers Pay

3.1 Starting Salary

All pay decisions will broadly consider the provisions of this document and the starting salary of newly appointed members of staff will be decided broadly in accordance with the criteria in this document for qualifications and experience. The starting salary will be agreed prior to the formal offer of employment.

Recruitment, retention and relocation allowances will be awarded, where necessary, to improve the quality of entrants and enhance retention in so far as Turner Schools budget allocation allows and will be offered on a case-by-case basis.

Special Needs Allowances will be awarded according to the criteria in the document, where applicable.

3.2 Discretionary Points

The award of any discretionary points to classroom teachers is determined by the Principal of each school in liaison with the Trust HR Department who will inform the FARC.

3.3 Teaching and Learning Responsibility Payments

The posts which attract a TLR and the value of each TLR are determined by the Principal of each school in liaison with the Trust HR Department.

3.4 Performance Threshold

The Principal of each school, in liaison with the Trust HR Department, will undertake an assessment of eligible teachers against the national standards to enable them to move onto the upper pay scale; this will take effect if it is approved by the Threshold Assessor and is dependent upon the outcome of any statutory review. Any disagreement between the Principal and Assessor will be determined by the Staffing Committee.

3.5 Acting Up

The Principal of each school may appoint any member of staff to act up to a position of higher remuneration. The approval of FARC is required if the position forms part of the Leadership Team if any extension of any allowance is beyond 12 months.

3.6 Out of School Learning Payments

The Principal may use discretion to make payments at their current salary point rate to full-time teachers participating in out-of-school learning activity at the weekends, during the school holidays and during the school week as specified in the Document. Part-time teachers may take part in out-of-school learning activities but payment will be through the existing mechanisms of supply/additional hours payments up to full-time.

3.7 In-Service Training Payments

The Principal may use discretion to pay teachers for in-service training.

Section Four: Unqualified Teachers Pay

- 4.1 The Principal may appoint an unqualified teacher who will be paid on the unqualified teachers' pay spine.

Section Five: Leadership Group Pay

- 5.1 The Principals of each school within the Trust, in consultation with the CEO, will determine the structure of the Leadership Team at the schools within the Trust and FARC, in consultation with the CEO, will decide the pay of members of that group in accordance with the criteria in the Document.

5.2 Senior Leaders Pay

Those in Senior Leadership positions across the Trust, paid on the Leadership Spine, will be paid within a seven point range to reflect job weight and challenge, the circumstances of the school in which they work and recruitment difficulties, in accordance with the consideration of the criteria in the Document.

Those in Senior Leadership across the Trust, paid on the Turner Schools Pay Bandings, will be paid on a point range to reflect job weight and challenge, the circumstances of the contexts in which they work and recruitment difficulties, in accordance with the consideration of the criteria in the Document.